




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**  
**ORD-2024- 301**

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
SDO Pasay City  
SDO Valenzuela City

**FROM :** **JOCELYN DR ANDAYA**   
Director IV

**SUBJECT :** **BENCHMARKING ACTIVITY IN SCHOOLS AND  
IMPLEMENTATION OF SPECIAL NEEDS EDUCATION  
PROGRAM AND SCHOOL-BASED LEARNING RESOURCE**

**DATE :** **April 3, 2024**

1. This is in reference to the attached letter from Dr. Nene Rosal-Merioles, CESO V, Schools Division Superintendent, Schools Division Office of Albay, Region V relative to the above-mentioned subject, contents of which are self-explanatory, for appropriate action.
2. Immediate dissemination of this Memorandum is desired.

CLMD/RDMontes2024



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Republic of the Philippines  
**Department of Education**  
Region V - Bicol  
**SCHOOLS DIVISION OFFICE OF ALBAY**

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March 14, 2024

**DIR. JOCELYN DR. ANDAYA**  
Director IV, Department of Education, NCR  
Misamis St., Bago Bantay  
Quezon City

Attention: Dr. Roland D. Montes  
EPS-CLMD, Regional SNED Coordinator

Madam:

Greetings of Peace and Love!

The Schools Division Office of Albay, Region V is strengthening the inclusive education practice, implementation of Special Needs Education program and establishing School-Based Learning Resource Room in schools to improve equity in education and quality services to our clientele. With this, may we request from your good Office to allow us to have a benchmarking activity in schools within your area preferably to one (1) elementary school and one (1) secondary school with SNED program and established Resource Room. We would like also to visit the Inclusive Learning Resource Center (ILRC) of Valenzuela City. Our target schedule for the said activity is April 17-19, 2024, with 75 participants, comprising school heads, PSDSs and key SNED/receiving teachers.

We believe that the good practices and technical assistance that we will be getting from your schools along inclusive education and implementation of Special Needs Education program would be of great help to our SDO as we continuously improve our practices along this endeavor.

Hoping for your favorable response. Thank you very much and more power.

Very truly yours,

  
**NENE ROSAL-MERIOLES, CESO V**  
Schools Division Superintendent